



EMPLOYMENT OPPORTUNITY: Fire Inspector/Investigator



SUMMARY: City of Wylie (pop, 45,000) seeks a Fire Inspector/Investigator for our award-winning, ISO Class 1 city. This is a new position being added to our staff as of October 1, 2015. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November 2011.

SALARY: \$25.68 per hour plus certification pay, cell phone and uniforms
FULL-TIME: Yes

JOB SUMMARY:

As part of a two person investigator team, works under the direct supervision of the Fire Marshal to perform inspection and investigative work, public education, and emergency management work in the Community Risk Reduction Division of the Fire Department. Supervisor usually determines work activities; however, Inspector/Investigator is expected, for maximum efficiency, to set own schedule within the guidelines set forth in department standard operating procedures and policies. Tasks occasionally include novel assignments or unique problems, and job-related decisions may involve considerable research of analysis or data. Position requires extensive exposure to the public in situations requiring tact, diplomacy and tenacity and the ability to be subject to call back for emergency incident support and/or investigative activities.

Wylie Fire-Rescue provides our staff with:

- All equipment furnished, firearm, body armor, ppe, etc.
- Take home vehicle (within a reasonable distance from city limits, residency preferred)
- Certification pay (police, fire, and paramedic)
- Comp and overtime opportunities
- Continuing education classes, tuition reimbursement for college and approved travel paid for at department's expense.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Upon request a complete Personal History Statement must be submitted for application for this position. Working knowledge of state and local laws, regulations, policies and procedures applicable to the operation of fire prevention, community risk reduction, and investigation programs. Familiarity with use of fire prevention and investigative equipment such as cameras, fire extinguishers, computers and presentation materials. Ability to address groups of people and present information in a clear, organized and convincing manner; conduct in-depth research

using codes and standards to respond correctly to inquiries from architects, engineers, developers and business managers. Ability to effectively interact with all levels of co-workers, management staff, citizens and the public. Ability to work overtime as needed. Ability to maintain an acceptable attendance history. Ability to pass a pre-employment drug, physical, polygraph and criminal background check.

EDUCATION, TRAINING, LICENSES & CERTIFICATIONS:

1. Valid Texas Driver's License, without restrictions except "A"
2. Clear driving record
3. Basic fire inspector and investigator certifications from Texas Commission on Fire Protection (TCFP) preferred or the ability to obtain within 12 months of employment on individual's own time, as approved by the Fire Chief. Tuition to be reimbursed by city once certifications have been obtained.
4. Basic peace officer certification from TCOLE preferred or the ability to obtain within 12 months of employment on individual's own time, as approved by the Fire Chief
5. Basic firefighter certification from TCFP and EMT-B certification from the Texas Department of State Health Services (DSHS) preferred, but not required
6. Associate's degree, in Fire Protection Technology or Emergency Management preferred, but not required.
7. Completion of NIMS training courses 100, 200, 700, and 800 upon hiring or within the first year of employment/transfer/promotion.

TO APPLY: Please submit an application and resume, if a resume is available. Visit our website at www.wylietexas.gov to print an application. Mail or hand deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: jobs@wylietexas.gov If you have questions or would like additional information, please call 972-516-6040.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.